

Name _____

Professional

Non-Professional

Date _____



Stow ▪ Munroe Falls
PublicLibrary

Read. Dream. Connect.

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job related medical condition or disability.

12/2018



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GENERAL INFORMATION

Please print clearly or fill out electronically using Acrobat Reader

| | | |
|----------------|------------------|-----|
| NAME: Last | First | MI |
| Street Address | Telephone Number | |
| City | State | Zip |
| Email | | |

Are you 18 or older? YES NO

Availability: Full Time Only Part Time Only Full OR Part Time

What hours are you available to work? Daytime Evening Weekend

What type of job are you interested in?

Professional Library Position Please Specify: _____

Non-Professional Library Position Please Specify: _____

Continues on the next page

List all schools attended: high school, technical/vocational, college, business, military, etc. Use another sheet, if necessary.

| EDUCATION | School | Did you Graduate? | Certification or Degree Received | Major/Minor Subjects |
|-----------|------------------------------|------------------------------|----------------------------------|----------------------|
| | Name | <input type="checkbox"/> YES | | |
| | Address | <input type="checkbox"/> NO | | |
| | | | | |
| Name | <input type="checkbox"/> YES | | | |
| Address | <input type="checkbox"/> NO | | | |
| | | | | |
| Name | <input type="checkbox"/> YES | | | |
| Address | <input type="checkbox"/> NO | | | |
| | | | | |

| SKILLS | Computer Knowledge |
|--|--------------------|
| | |
| | Clerical Skills |
| | |
| Special interests, hobby(ies), or craft(s) – please explain: | |
| | |
| Previous library work – please explain: | |
| | |

Beginning with your most recent employer, please list your last three (3) employers

| | | | | |
|------------------------------|------------------------------|-------------------------------|--|--|
| EMPLOYMENT | Name of Employer | | Job Title/Position | |
| | Address | | Telephone | |
| | Name of Supervisor | Reason for Leaving | | |
| | Dates Employed: | | | |
| | From _____ | To _____ | May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Brief description of duties: | | | |
| | | | | |
| | Name of Employer | | Job Title/Position | |
| | Address | | Telephone | |
| | Name of Supervisor | Reason for Leaving | | |
| | Dates Employed: | | | |
| | From _____ | To _____ | May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Brief description of duties: | | | | |
| | | | | |
| Name of Employer | | Job Title/Position | | |
| Address | | Telephone | | |
| Name of Supervisor | Reason for Leaving | | | |
| Dates Employed: | | | | |
| From _____ | To _____ | May we contact this employer? | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Brief description of duties: | | | | |
| | | | | |

Agreement (please read before signing)

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize you to make such investigations and inquiries of my personal, employment and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given on the application or in the interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Stow-Munroe Falls Public Library.

Date _____

Signature _____



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3512 Darrow Road, Stow, OH 44224
(330) 688-3295 • www.smfpl.org
Mon. - Thurs. 9 AM - 9 PM • Fri. 9 AM - 6 PM
Sat. 9 AM - 5 PM • Sun. 1 PM - 5 PM

An Equal Opportunity/Affirmative Action Employer